



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 16, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- One vacant Detective Position
 - We closed re-advertising September 14, 2016 application review in process.
- Vacant one Assistant Finance Director.
 - Hired Ashley Wyman. She will begin her career with us an accounting clerk after training completion she will be promoted to Assistant Finance Director. Her first day is September 26, 2016.
- Fire Department positions now open. All positions close on September 28, 2016.
 - Administrative Assistant
 - Assistant Fire Chief – Asst. Chief Lawson has decided to step down due to personal issues
 - Deputy Fire Marshal
- Community Development positions now open. All positions close September 30, 2016.
 - Assistant Community development Director
 - Planning Technician
- Health insurance open enrollment is in full swing.

Public Works

- Well project – SAWS interconnect removal and new install – contractor will begin construction of the SAWS Tie In
- San Antonio Constructors started construction September 6th for the Huebner Road mill & overlay project, contract is for 90 days.
- Working on jog path at Silo Park and will continue Working on Kinman House project
- The City is aware that some of the City-owned right-of-ways and public grounds are currently overgrown. The Public Works crews are working tirelessly in trying to keep up with these spaces, but due to the recent heavy downpours, flooding, and showers, we have been delayed.
- Kinman House construction continuing this week, with windows being replaced, flooring and cove molding being installed in kitchen area, equipment purchased and waiting on delivery, electricians and plumbers to start September 12th.
- The Fall Large item pickup is scheduled for this week – lots of oversized piles this time. Code Enforcement is monitoring situation.

- 2nd Neighborhood Renewal Program is scheduled for September 17th and we'll be targeting the Old Mill Subdivision again, specifically Huebner Road home
- Receiving Park Commission ordered survey from residents of Old Mill Subdivision, asking what amenities they would like in the new park. Results to be presented at Park Commission meeting on September 13th.
- Traffic study for Hodges Street is being revised to include residents of Althea. Plan to have meeting with Althea Drive property owners on September 10th at 10:30 am (Saturday). Will bring recommendations to City Council on September 20th.
- Receiving one more estimate on fencing for Huebner gravesite. Also received estimate on repairing Huebner gravesite monument. Will forward both to Historical Society for their approval.
- Evers Road sidewalk project almost complete – waiting to finish the library crosswalk, but rain delayed.
- Received Forest Oaks Pool inspection report and will present to Council
- LID parking lot plans sent to SARA for approval – will go out for bids on project in October.
- Sent revised code to City Secretary for codification procedures – will need public hearing, as this code calls for breeder permits, etc.
- Working with Animal Control Officer to develop plans for feline holding area, dog kennel
- Working on revisions to Article 6, High Grass, Weeds, Debris – would like to adopt San Antonio code, but it's copyright protected, so called ICC to get permission to use

Police Department

- Chief Joseph Salvaggio started Thursday, September 15, 2016.
- Forest Oaks Apartments – Emergency Detention
- HEB Marketplace – Male subject arrested for Theft - Enhanced, Evading Arrest, and an outstanding county warrant.
- Raymond Rimkus City Park – Two suspects arrested for active arrest warrants for Larceny. Both were taken into custody and transported to the Magistrate Detention Center.
- 7000 block Huebner Road - dogwatch officers observed 2 vehicles racing and initiated a traffic stop. The drivers of both vehicles were arrested for Racing and Possession of Marijuana and a passenger was also arrested for Possession of Marijuana.
- Day shift conducted a traffic stop of a vehicle speeding in a school zone and contacted the driver who acted suspicious. Following a brief interview, he was arrested for possession of a Controlled Substance.
- 7000 block Bandera Road - a male subject flagged down a patrol officer to report his vehicle was missing with his son still in it. The subject was found to be schizophrenic, suffering from bipolar disorder, and possibly over-medicated. He was evaluated by EMS and subsequently transported to the Nix Hospital on an Emergency Detention.
- Hidden Meadow Apartments – Sexual Assault Report. Victim was sent to Methodist Hospital for a medical evaluation and the case was forwarded to CID.
- Emergency Detention on Rue Sophie

Fire Department

- **Transition** – Citing conditions related to family, Assistant Fire Chief Lawson has asked to step down to a different role in the fire department. Assistant Chief Lawson, “Billy”, is a long time resident of Leon Valley and has served in the fire department for 15 years. Billy has been especially instrumental in big advancements in the fire department over the last three years as Assistant Fire Chief and will continue to serve on an assigned shift in a role to be determined. His primary focus will be to train his replacement and to ensure that recent changes to emergency management and EMS billing procedures are

transitioned fully. The department is very grateful for all his work and dedication to our citizens. Billy is not going anywhere....you'll just find him on a different truck! (**See Attached Transition Letter**)

- **Fire Engine update** – Fire Engineer Jaaron Thomas and Firefighter Eric Burnside are in Columbus Ohio performing a final inspection of our new fire engine! If all goes well, our new Fire Engine will come to San Antonio and be outfitted with all the necessary equipment needed to serve our community. We will have a special delivery of our new fire engine soon....including a name! J
- **Flu Shots** – Paramedics are encouraging everyone to get their flu shot this year! We are currently offering annual flu shots free to all City Employees and City Council. Please call and stop by the fire station if you are interested.
- **Honor Guard** – The Honor Guard has accepted a request to serve by the Texas *Line of Duty Death Task Force* for fallen Gonzalez County Paramedic, Mathew Griffen, in a special fundraiser and memorial service at Gruene Harley Davidson on Saturday, September 17th. Gruene Harley Davidson is located at 1288 Tx-337 Loop New Braunfels, Tx. 78130, the event will be from 8AM-10AM.

Community Development

- Specific Use Permit #2016-275 – a request for operation of a “Kennel” at 5407 Bandera Road, Suite 117. The Zoning Commission recommended approval on August 23, 2016. Council consideration is scheduled for September 20, 2016. (dba Tail Waggerz)
- An update of the LED Sign installed by St. John’s Baptist Church will be presented to Council on September 20, 2016.
- Addressing a code enforcement inquiry by Ms. Carol Crutchfield regarding overhanging trees at 6607 Grist Mill.
- Met with the TAB on September 12, 2016. Preparations continue for Arbor Day, an Oak Wilt treatment demonstration, and action on the proposed TAB Tree Planting Plan.
- Zoning Commission will consider two (2) Specific Use Permits (SUP) on Tuesday, September 27, 2016. SUP # 2016-276 for an amendment to the existing SUP for the existing “Outdoor Entertainment,” specifically the sports complex at 5504 Shadow Mist Drive. One of the conditions placed on the permit was to install permeable pavers for the parking spaces, but instead asphalt parking was installed and the applicant would like the conditions amended to remove the requirement so that the parking lot can remain as constructed. SUP # 2016-277 is for Stripes Convenience Store because the Code requires additional regulation for businesses that propose 24-hour operation.
- Assisting assigned attorney with information regarding Seneca Ballroom – 6565 Bandera Road for pending litigation.
- Board of Adjustment meeting tentatively scheduled for Thursday, October 6, 2016 to consider a variance request from Chacho’s Restaurant for a variance from the Zoning Overlay standards for the use of earth tone colors for the building. Their corporate color is aqua blue/teal. Their building construction improvements are triggering compliance with the overlay.

Library

- Added two public computers taking our total to 10. Eight for residents and two for non-residents.
- Looking into scheduling free Affordable Health Care Act informational meetings with the Daughters of Charity Services to educate and help residents find the best choices for them. Will also aid in applications for WIC, food stamps, CHIP. 100% free
- Storytime for Fall 2016 is starting in September. Two story times each week, Wednesdays and Thursdays each at 10:30 am.

Communications

- Continued planning for Ciclovía in Leon Valley on Saturday, October 29, 2016 from 9am to 2pm in collaboration with the YMCA of Greater San Antonio, the Halloween Party at the Library, the NWSC Trash and Treasure, and Arbor Day Festivities by the Tree Advisory Board. Planning and coordination for this event continue.
- Received new and helpful information on how other municipalities are handling Mobilitie and Google Fiber in terms of fees/permitting. Collaborating with the City Manager and City Attorney on how COLV wants to manage these contractors.
- An In kind grant request by the Leon Valley Chamber of Commerce for use of the Community Center is scheduled to be heard by Council on September 20, 2016.
- Working to prepare information that Revize needs to proceed with the city website update.
- Maintaining Facebook posts: swearing in of new Police Chief, success of the Job Fair, Fire Department activities, American Legion Commemoration Dinner, Notice of the Emergency/Temporary Water Shut Off, Volunteer Opportunities for Neighborhood Renewal Program and much more.
- Maintaining informational updates to the City website.
- Beginning the ground work and preliminary documents for application to Texas Parks and Wildlife for a Small Communities Grant pending City Council Resolution on September 20, 2016.
- Newsletter is completed and is scheduled to be in the mail the week of September 26th.
- Continued assistance to Community Development projects.
- The upgrade to the electricity in the park is COMPLETED. It was a major accomplishment after all the process requirements by CPS Energy. This project should have been completed in July 2016 – but CPS Energy changed their installation process and it was delayed until now.
- Staff is receiving newsletter articles for the next edition of the Lion’s Roar newsletter. We are looking forward to working with the new vendor. Please continue sending articles.

City Secretary

- Continue working with board liaisons to get current minutes posted to the website.
- In the last two weeks, the City Secretary’s Office has received 5 open record requests but continuing working on 6 large requests from the previous report.
 - Requests were for: Certified police reports x 3; Pavilion application x 1; and permit request x 1
 - Ongoing Projects:
 - Re-codification of the City’s Code of Ordinances
 - Leon Valley Contract Inventory
 - Preparing for a shred event of “expired” records throughout every department
 - Working on an agreement for paperless agenda/minutes program

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, September 20, 2016 in the Leon Valley City Council Chambers.
- Special City Council Meeting (Executive Session) begins at 5:30 p.m. Tuesday, September 20, 2016 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - October 02, 2016 National Night Out
 - October 04, 2016 Regular City Council Meeting has been rescheduled to October 03, 2016 due to the Texas Municipal League Annual Conference.
 - Coffee with the Mayor and City Council, Saturday, October 22, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.

- November 05, 2016 Texas Recycles Day from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.